Collingwood College

First Aid Policy

Document Version: 3
Last Updated/Principal Approval
31/5/2023

Document Status:
Published
Review By: Sam Luck

Purpose

To ensure the school community understands our school's approach to first aid for students.

Scope

First aid for anaphylaxis is provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

Policy

From time to time Collingwood College staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The Principal will ensure that Collingwood College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.
Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

Collingwood College and where appropriate, Collingwood Alternative School will maintain Major first aid kits that are stored in designated First Aid rooms.

Website: www.collingwood.vic.edu.au
Email:
collingwood.co@education.vic.gov.au

Corner Cromwell St and McCutcheon Way, Collingwood, VIC, Australia 3066
Postal Address: Private Bag 63, Abbotsford, VIC, Australia 3067
Phone: (+61 3) 9417 6681 Fax: (+61 3) 9416 1279

Collingwood College provides portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in First Aid room #2

Desley Insall will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to First aid kits.

Brendan Delany, as CAS leader, will be responsible for maintaining first aid kits, including excursion and camp kits at Collingwood Alternative School.

Care for ill students
Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to reception/sick bay and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

First aid room/sick bay area
Our school follows the Department's policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped: First aid rooms and sick bays.

First aid management
If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.

- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.

- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.

Website: www.collingwood.vic.edu.au
Email:
collingwood.co@education.vic.gov.au
Corner Cromwell St and McCutcheon Way, Collingwood, VIC, Australia 3066
Postal Address: Private Bag 63, Abbotsford, VIC, Australia 3067
Phone: (+61 3) 9417 6681 Fax: (+61 3) 9416 1279

- If first aid is administered for a minor injury or condition, Collingwood College will notify parents/carers via Compass or phone call.

- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.

- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.

- Whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, Collingwood College will record the provision of first aid treatment on Compass.
    - If the first aid treatment is provided following a recorded incident, the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used
    - if care was provided in response to a medical emergency or reportable incident, follow the Department's Reporting and Managing School Incidents Policy, including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

In accordance with Department of Education and Training policy, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury. For further information refer to the Department's Policy and Advisory Library: Medication

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

Website: www.collingwood.vic.edu.au
Email: collingwood.co@education.vic.gov.au
Corner Cromwell St and McCutcheon Way, Collingwood, VIC, Australia 3066
Postal Address: Private Bag 63, Abbotsford, VIC, Australia 3067
Phone: (+61 3) 9417 6681 Fax: (+61 3) 9416 1279

Further information and resources

This policy should be read in conjunction with the following Department policies and guidelines:

First Aid for Students and Staff
Health Care Needs
Infectious Diseases
Blood Spills and Open Wounds
Medication
Syringe Disposals and Injuries

The following school policies are also relevant to this First Aid Policy:

Administration of Medication Policy
Anaphylaxis Policy
Asthma Policy
Duty of Care Policy
Health Care Needs Policy

Website: www.collingwood.vic.edu.au
Email:
collingwood.co@education.vic.gov.au
Corner Cromwell St and McCutcheon Way, Collingwood, VIC, Australia 3066
Postal Address: Private Bag 63, Abbotsford, VIC, Australia 3067
Phone: (+61 3) 9417 6681 Fax: (+61 3) 9416 1279